Common Errors in MEDS

MiMEP COE Approvers

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Special Populations Conference 2013

Purpose

- Provide training on common 2012-13 errors in order to improve accuracy

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District Info Tab

District Info	Eligibility	Parent Data	Children Data	Enrollment	Approval	Errors

COE Number: `51251`

Migrant Program: `MDE Admin`

*Residing School District: `Belding Area School District`

*Date Entered Michigan: `06/07/2008`

Date Completed/Updated: `09/04/2013`

COE Approval Date: ` `

*Date Entered District: `09/01/2012`

*Parent Signature Date:	`9/1/2012`	View the MEDS FERPA Statement.
*Recruiter Signature Date:	`9/1/2012`	
*Director Signature Date:	`9/4/2012`	View the MEDS Eligibility Data Certification Statement.

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This is not an actual COE. It was created for demonstration.

District Information Tab

- Make sure migrant program and residing district are correct. These can be 2 different districts.

- Parent and recruiter signatures dates must match indicating an interview took place.

- COEs must be updated on a yearly basis if students are in your district for more than one year.

Qualifying Arrival Date (QAD) Data

*Move to Enable: `Felipe Antonio Gomez Salazar`   to Obtain Employment

First Name Last Name of worker

*Relationship to Children: `Parent` ▼

*Moved from: `Sparta` `MI` ▼ `Sparta School District`

*Moved to: `Belding` `MI` ▼ `Belding Area School District` ▼ `Intrastate Agri.` ▼

City   State   District   MS Family

*Employment Info:

Employment duration
- ⦿ Seasonal Employment
- ◯ Temporary Employment

Qualified Employment
- ⦿ Agricultural Related
- ◯ Fishing Related

*Child(ren) Moved:

Child(ren) moved
- ⦿ With   ◯ To join   ◯ On his/her own

The worker moved due to economic necessity in order to obtain:

*The worker moved due to economic necessity in order to obtain:
- ◯ qualifying work, and obtained qualifying work, **OR**
- ◯ any work, and obtained qualifying work, **OR**
- ⦿ qualifying work specifically, but did not obtain the work. If the worker did not obtain the qualifying work:

What evidence suggests the worker sought to obtain qualifying work? *(complete Eligibility Comments below)*
- ⦿ The worker has a prior history of moves to obtain qualifying work **OR**
- ◯ There is other credible evidence that the worker actively sought qualifying work soon after the move but, for reasons beyond the worker's control, the work was not available

Eligibility Comments: `Mr. Gomez has worked previously in 5 locations in MI as well as in agriculture in MX, TX, NJ and FL.`

Qualifying Activity: `Seeking Qualifying Work`   Work Site: `SQW`

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Current Employment ▼

*Work Phone (999-999-9999)
`999-999-9999`

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Eligibility Tab

- **Move to** enable – must match parent/guardian/child name; check spelling also

- **Moved from** must match moved from address

- Inter-state = move is from **out of** state
- Intra-state = move is **within** state

- PLEASE DOUBLE CHECK!!!!!

Eligibility Tab, continued

- **Milking cows**

  is **ALWAYS** temporary and **agriculture-related** if it is qualifying work.

Eligibility Tab, continued

- If you pick bullet three,

  "qualifying work specifically, but did not obtain work"

  a box pops up with 2 choices:

  - **history:** need an actual description of the history

  - **other credible evidence** – e.g., bad crops, work not available, waiting for work to be available: where did they apply that demonstrates sought agricultural work?

Eligibility Tab, continued

- **Qualifying activity**
  - 2 words only – picking squash, packing produce
  - <u>NOT</u> picking squash and packing produce

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Parent Data Tab

Home Based Residency:

Street	City	State	Zip	District
3693 Coronado Real	San Antonio	TX	78201	San Antonio Public Schools

Parent - Guardian Data:

Legal Father

Gomez Salazar	Felipe	A
Last Name	First Name	Initial

Legal Father: Last Name

Legal Mother

Hinojosa	Andrea	
Last Name	First Name	Initial

Current Male Guardian

Last Name	First Name	Initial

Current Female Guardian

Last Name	First Name	Initial

Moved From Address:

Street	City	State	Zip	Date Left
2673 Sparta Ave	Sparta	MI	48945	09/01/2012

Moved To Address:

*Street	*City	*State	*Zip	*County
3487 Rte. 12	Belding	MI	48935	Oceana

Current Phone (999-999-9999)	Work Phone (999-999-9999)	Work Site
999-999-9999	999-999-9999	SQW

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Parent Data Tab

- **Home-based residency** – "all or nothing"; can use a PO Box for street, where they permanently get their mail.

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Parent Data Tab

- **Legal father/mother** – biological or adoptive
  - If child is under the age of 18, need parent/guardian name
  - As long as father/mother is legal parent to one or more children on COE, they belong in legal father/mother
  - If parent to one child but guardian to one or more children, put note in comment box
  - Do not put guardian in parent box or vice versa

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Parent Data Tab, continued

- **Moved from** address must match the qualifying moved from address on the Eligibility tab

- **Moved to** address must match the qualifying to moved

- **Date left** previous address – must be on or before date entered district

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Children Data Tab

Show Student: | Gomez Hinojosa, Roberto Carlos - bd 6/6/2012 | ˅ | GO

[New Student]

[Remove Student]

Child(ren) Data

*Last Name 1	Last Name 2	*First Name	Middle Name	Sfx
Gomez	Hinojosa	Roberto	Carlos	˅

*Ethnic Group
- 1 - American Indian/Alaskan Native
- 2 - Asian American
- 3 - Black or African American
- 4 - Native Hawaiian/Pacific Islander
- 5 - White
- 6 - Hispanic or Latino

*Birthdate | ***Gender** | ***Place of Birth** | ***Multiple Birth Flag**
06/06/2012 | M ˅ | Sparta | MI ˅ | Not a multiple birth ˅

City or County   State

*Birth Verification Type: Birth Certificate ˅

Student ID	Student UIC	MSIX ID	Eligibility Expiration Date	Status
91159			09/01/2015	Pre-K ˅

Special Needs:

*IEP Assessment: No ˅   IEP Date: ☐ Pending

☐ Special Education: Disclosure Date: ☐ Pending

☑ Special Health Needs: Disclosure Date: 9/4/2012 ☐ Pending

*Medical Alert Chronic ˅   Medical Condition: asthma   ***Immunization Records:** Yes ˅ mcir.org

*Primary Language: Spanish ˅

This is not an actual COE. It was created for demonstration.

Children Data Tab

Show Student: Gomez-Hinojosa Jr., Felipe Antonio - bd 5/12/1995 GO

New Student

Remove Student

Child(ren) Data

*Last Name 1	Last Name 2	*First Name	Middle Name	Sfx
Gomez-Hinojosa		Felipe	Antonio	Jr.

*Ethnic Group
1 - American Indian/Alaskan Native
2 - Asian American
3 - Black or African American
4 - Native Hawaiian/Pacific Islander
5 - White
6 - Hispanic or Latino

*Birthdate	*Gender	*Place of Birth		*Multiple Birth Flag
05/12/1995	M	Hidalgo	NL	Not a multiple birth

City or County   State

*Birth Verification Type: Passport

Student ID	Student UIC	MSIX ID	Eligibility Expiration Date	Status
91160			09/01/2015	K-12

Special Needs:

*IEP Assessment: Yes   IEP Date: 10/12/2011   ☐ Pending

☑ Special Education: Disclosure Date: _____ ☑ Pending

☑ Special Health Needs: Disclosure Date: 9/4/2013   ☐ Pending

Medical Condition

*Medical Alert Acute   bee stings   *Immunization Records: Yes   mcir.org

*Primary Language: Spanish

For Grades 9-12 only

Anticipated Graduating District	Out of State District	State	Designated Graduation School
Out of State	Unknown	TX	

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Children Data Tab

- Make sure names match in MEDS/MSDS.

  Example – Middle Name is Hortencia, write name out, do not use initial "H"

- Make sure you double check whether Last Name is hyphenated or has 2 last names.

- Double check the birthday.

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Children Data Tab

- Place of birth – **either** city or county; if only county is listed on the birth certificate, use that, not what parent tells you.

Example – parent says born in Tampa, but BC says Broward County. Use Broward County. Do NOT put both county and city.

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Children Data Tab, continued

- **Birth Verification** – if you pick "**Other**":
  - parent statement; put that under parent affidavit
  - if grandparent verified, check other and put grandparent
  - if no identification (young people, child status), then put Code 99 and explanation in comment box that child has no identification but recruiter believes it is as accurate as possible.

Children Data Tab, continued

- DO NOT let a friend or sibling verify
- Please check – driver's license? Call parent? Look on MSIX to see previous IDs, try to get something.
- Add a note in the comment box: What did you do to try and get the information?

A CAUTION – **DO NOT** threaten to withhold migrant services if parents refuse to let you see or make a copy of the birth certificate. Instead, explain the benefits of being able to verify records.

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Children Data Tab, continued

- Check the manual to choose appropriate status connected to the Enrollment Tab.

- Check the manual for choosing UG, OS, K-12, PS, etc. and for definitions.

- Match them up!!!!!

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Children Data Tab, continued

- Special Needs box
  - Check disclosure dates, IEP dates – if more than a year old, check into this and update as needed.
- Medical alert –
  - chronic – ongoing (Asthma)
  - acute – life-threatening (Terminal Cancer)
- Wearing glasses, hearing aids are NOT medical conditions. This information should be added to the comment box.

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Child Data Tab, continued

Primary Language

- Most district home language surveys contain two questions:
  - What is the primary home language? What is the student's native (first) language?
  - Paper COE's only ask the primary language.
- If there is an additional language in the house and/or the parent has answered the district home language survey enrollment questions with a language other than English, that language must be reported in MEDS.

Child Data Tab:

*Primary Language: Spanish

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Children Data Tab, continued
COS – Continuation of Services

- COS #1– eligibility expiration date ends in the middle of the term.

- COS #2 – serving for an additional year

- COE #3 – credit accrual- secondary students only

Note: Comparable services are <u>not</u> available.

Children Data Tab, continued

Grades 9-12 only:

If student graduated, enter termination reason as graduated and enter date.

If student graduated, no longer eligible to receive services.

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Enrollment Tab

| District Info | Eligibility | Parent Data | Children Data | **Enrollment** | Approval | Errors |

Show Student: | Gomez Hinojosa, Roberto Carlos - bd 6/6/2012 | GO

Director Signature Date: 09/04/2012

Enrollment District: | Belding Area School District |

Date Entered District: 09/01/2012

Program Enrollment

Show out of district enrollments

*Building	*Gr	*Res Date	*QAD	*Prog	*Enroll Date	Withdraw Date	Days Enroll	Days Pres	*Service Type	Title 1 Part C Only	*LEP Eligible Test Date	Enroll Comments Only	
Woodview Elementary School	P0	9/1/2012	9/1/2012	ID	9/4/2012	6/12/2013			NPFS		No		Edit Delete

1

| District Info | Eligibility | Parent Data | Children Data | **Enrollment** | Approval | Errors |

Show Student: | Gomez-Hinojosa Jr., Felipe Antonio - bd 5/12/1995 | GO

Director Signature Date: 09/04/2012

Enrollment District: | Belding Area School District |

Date Entered District: 09/01/2012

Program Enrollment

Show out of district enrollments

*Building	*Gr	*Res Date	*QAD	*Prog	*Enroll Date	Withdraw Date	Days Enroll	Days Pres	*Service Type	Title 1 Part C Only	*LEP Eligible Test Date	Enroll Comments Only	
Belding High School	12	9/1/2012	9/1/2012	RM	9/4/2012	12/20/2012	45	45	PFS	Any Inst Svcs	Yes 9/4/2012	Left to return to TX to finish HS	Edit Delete
													Add New

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Enrollment Tab

- Make sure enrollment district matches the MEP
  (true for most cases)
- Grade – check P0-P5
- When students return and they have had a birthday in the interim, BOTH fall and spring grades must match.
- Make sure you select the right program ID, SC, RM). Once you select the wrong program, there's another process that has to take place to make the change.
- If ID and a service type are chosen, they must be getting those services. (Add note to comment box.)

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Enrollment Tab, continued

- Enrollment date – MUST be on or after the director signature date.

- Service type – if you select PFS, please be sure you have the documentation (PFS guidance & template found on the Migrant Title IC Website)

- Enrollment comments – repeated a grade, student worked extra hard and went from 9th grade to 11th grade this year.
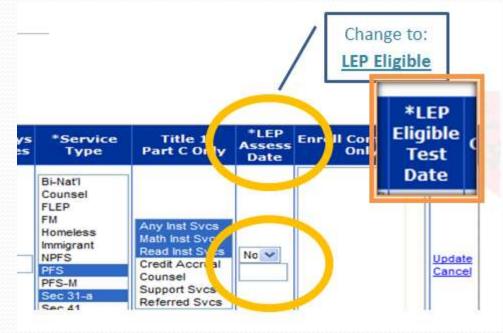
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Enrollment Tab, continued
LEP Eligibility Reporting

LEP Assessed YES/NO is renamed

LEP Eligible YES/NO

LEP determinations are made following the Entrance and Exit Protocol found on the Title III, English Learners Webpage.

http://michigan.gov/documents/mde/Entrance_and_Exit_Protocol_10.30.12_402532_7.pdf?20130813144008

Enrollment Tab, continued
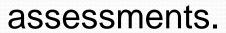## LEP Eligibility Reporting

- Migrant students are <u>not</u> rescreened on the WIDA W-APT (formerly ELPA Screening) each year. Use alternative diagnostic and monitoring assessments. See Michigan's Entrance and Exit Protocol *updated September 2013* for a list of approved assessments.

Enrollment Tab, continued
LEP Eligibility Reporting

K-12: Ensure that the student was initially screened and that eligibility was determined. If so, check "yes" if eligible according the EEP and note the date of assessment.

If the date of assessment is unknown, put today's date and make a note in the comment box.   This is the assurance that the district has followed the appropriate procedures.

If the child did not qualify as Limited English Proficient according to the EEP, check "no" and make a note with the testing date in the comment box that the child was not eligible <u>and</u> include assessment detail.

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Enrollment Tab, continued
LEP Eligibility Reporting

P0-P5, PS: Preschool (PS) students enrolled in a district program should follow the guidelines for K-12 noted above and in accordance with the EEP.

P0-P5 children *not enrolled in a district preschool* are considered LEP eligible if the home language survey is other than English.

Districts code P's as LEP eligible yes, with the testing date of today. No W-APT screener administration is required in accordance with the EEP since these students are not in K-12.

Enrollment Tab, continued
LEP Eligibility Reporting

**OSYs:** MEPs may code these students as LEP eligible based on expressed need for English language support by the parents or student, off-the-shelf language proficiency testing, or history of LEP eligibility from MSIX or MEDS.

If the child enrolls in a K-12 program, the EEP is applied.

Data Quality Report:

This new report is titled <u>LEP Eligible is No</u>. Students appear on this report if a language other than English is indicated on the child data tab, the LEP Eligible field on the enrollment tab is "no" and the child is not coded as FLEP (Formerly Limited English Proficient).

Students on this report need to have LEP information added to the Enrollment Tab fields.

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Approval Tab.

COE Number:	51251
Action Date:	09/04/2013
Approval User:	Theresa McNamara

COE Status: In Progress ⌄

Status Reason:

☐ By checking this box, I certify that the changes requested for student name, birth information and/or language have been made in MSDS. Falsification of certification will result in access to MEDS being revoked. This checkbox will become blank upon MDE approval of COE.

Submit / Save

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Approval Tab

- Approval box should be communication between directors/data entry and MiMEP COE Approvers ONLY. ***Comment box stays with the student's information.***

- "I fixed Danielle's Ps", goes in **approval box**.

- "Student retained in grade 5 this year"; "Student moved to new address"; and "Student is attending our district on Schools of Choice" (our personal favorite!) are all added in the **comment box.**

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Approval Tab, continued

- Please use approval box to let us know what changes you have made.

- **Example:**

  changed enrollment date? Add comment w/ name of student to the approval box.

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Approval Tab, continued

- If making a change in name, birthday or birth location –
  - You MUST check the box at the bottom of the page verifying that you have made the change in MSDS. Send a PDF of the appropriate documentation to your MiMEP COE Approver.
  - Once you send COE to director, you are no longer able to check that box.
  - If you forget to check the box, then MiMEP COE Approvers MUST have both the BC/other legal document and an MSDS screen shot that verifies the change has been made.
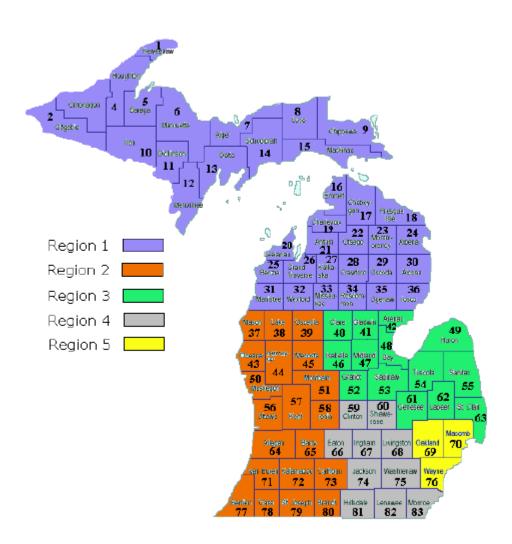
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ID & R Centers

MSU ID & R
Regions 1, 3, 5
Bruce Lack
LackB@msu.edu

Van Buren ID & R
Region 2, 4
Franky Martinez
FMartinez@vbisd.org

ID&R REGIONS

Region 1
Region 2
Region 3
Region 4
Region 5

Name, date of birth, birth location changes:

PLEASE PUT COE NUMBER ON ALL DOCUMENTS YOU EMAIL OR FAX TO US.

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Further questions?

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